

For: FSA Federal and County Employees

FY 2005 Seminars of the Management Development Centers

Approved by: Deputy Administrator, Management



1 Overview

A Background

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2005 Seminars of the Management Development Centers. The residential learning facilities are dedicated to providing learning, renewal, and peer interaction for the Federal government's leadership corps.

B Purpose

This notice informs GS/CO-11 and above employees about the FY 2005 seminars of the Management Development Centers, and explains the nomination and selection process.

C Contact

If there are any questions about this notice, contact Regina Duncan at 202-418-9053.

Note: TDD/TTY number is 202-418-9107.

Disposal Date	Distribution
March 1, 2005	All FSA Federal and County employees; State Offices relay to County Offices

Notice PM-2436

2 Program Overview

A Program Purpose

The seminar of the Management Development Centers helps employees:

- better understand their role in providing leadership
- gain information about current Administration initiatives
- examine managerial skills
- learn to work effectively with a workforce undergoing profound change.

B Additional Information About Individual Seminars

Seminars are residential and are 1 to 2 weeks long. Additional information about individual seminars including length, locations, and cost can be downloaded from <http://www.leadership.opm.gov/downloads.cfm> or the information is provided in the booklet, A Catalog of Courses and Seminars, Management Development Centers FY 2005.

The booklet is available for review at the following locations:

IF employee is located in...	THEN contact...
National Office	<ul style="list-style-type: none">• division or staff training contacts• HRD, TDB• outside of Room 3095-South Building.
Field Office	applicable training officer.

Note: See Exhibit 1 for the Management Development Centers schedule.

3 Nomination Process

A Nominee Qualifications

Nominees for the seminars must meet at least the minimum criteria in the *Who Should Attend* paragraphs outlined for individual seminars.

Note: Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. **Do not** apply directly to the OPM Management Development Center.

3 Nomination Process (Continued)

B Nomination Procedure

Eligible employees may apply for an individual seminar by submitting a nomination package containing the following.

- Completed FSA-1039 (Exhibit 2), with supervisory concurrence and signature. SED's signature is **mandatory** for all FSA State and county Federal and non-Federal employees.

Notes: FSA-1039 is available from the FFAS employee forms site accessible from <http://intranet.fsa.usda.gov>.

Union officials on 100 percent official time do not need supervisory concurrence and signature.

- Current resume, OF-612, or SF-171 that includes the following:
 - full name
 - home address
 - applicant's signature
 - date.
- Written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position.

Note: When providing the written statements, address the following abilities or competencies individually:

- oral communication
 - written communication
 - interpersonal communication
 - leadership
 - initiative
 - technical competence.
- List of all formal training courses taken in the last 5 years.

Notice PM-2436

3 Nomination Process (Continued)

C Accommodation

Persons with disabilities requiring accommodations should contact Regina Duncan at 202-418-9053 or TTD 202-418-9107 by COB, November 5, 2004.

D Where to Send the Nomination Packages

Send the **original and 2 copies** of the completed nomination package using either of the following methods.

IF sending by...	THEN use the address...
regular mail	Regina Duncan USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue SW Washington, DC 20250-0574
FedEx	Regina Duncan USDA, FSA, HRD, TDB 2101 L Street, NW Suite 303-A Washington, DC 20037

Note: FAXed copies **will not** be accepted.

E Deadline Date

All nominations must be received in HRD, TDB by COB November 5, 2004. Nominations received after this date will **not** be considered. Substitution of nomination items will **not** be permitted after the deadline.

4 Selection Process

A Participant Selection

Participants will be selected by HRD/TDB specialist who will assemble an Assessment Panel consisting of at least 2 members who occupy positions at a grade level not lower than the full performance level of the Long Term Training Program (LTTP) being filled. There will be an EEO (nonvoting) observer present and there may be a union (nonvoting) representative observing during this process.

Note: FSA may nominate up to 30 employees.

B Panel Membership

The Assessment Panel:

- will review and rank employee nominations using criteria established Agency-wide for LTTP's
- has the final responsibility for determining best qualified candidates based on valid LTTP related criteria and employee's application package.

Note: The Assessment Panel refers best-qualified candidates to the Administrator or designee for approval for the allotted number of spaces approved. **No panel will be held if the number of nominations received does not exceed the number of slots available.**

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) This agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.

4 Selection Process (Continued)

C Program Costs

Tuition for the 2005 Seminars of the Management Development Centers ranges from \$2,000 to \$4,600 depending on the trainee's course selection.

Tuition, travel, lodging costs, and per diem for FSA, GS/CO employees shall be coded to their originating office. Upon notification that candidates have been selected, the originating office may request an increase in their travel allotment consistent with the travel costs associated with participation in the program. Requests shall be submitted to BUD.

Note: Upon notification that a CO employee has been selected, SF-182's should no longer have an appropriation/fund in block 21. SF-182, block 21 should read "COF Employee". The tuition costs associated with the training should be paid through the originating office's county administrative funding allotment. This change will alleviate the possibility of duplicate payments.

D Selection Notification

HRD, TDB will notify nominees of selection.

E Labor Management Obligation

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

FY 2005 Course Schedule and Cost

(EMDC) = in Shepherdstown, WV

(WMDC) = in Denver, CO

(DC) = Washington, DC

(AL) = Huntsville, Alabama

Course Title	Course Dates	Location	Cost
Counterintelligence Seminar	Nov 1 - Nov 5, 04	EMDC	\$2,600.00
Developing and Communicating Leadership Competencies	Nov 1 - Nov 5, 04	EMDC	\$2,600.00
Homeland Security: Understanding the Enemy	Nov 1 - Nov 5, 04	EMDC	\$2,600.00
Management Development Seminar: Leading Organizations	Nov 1 - Nov 12, 04	WMDC	\$3,900.00
Optimizing Project Performance	Nov 1 - Nov 5, 04	WMDC	\$3,400.00
Seminar for New Managers: Leading People	Nov 1 - Nov 12, 04	WMDC	\$3,900.00
Team Building and Team Leadership	Nov 1 - Nov 5, 04	EMDC	\$2,600.00
Watershed Partnerships	Nov 8 - Nov 19, 04	WMDC	\$3,900.00
Leadership Skills for Non-Supervisors and Non-Managers	Nov 14 - Nov 19, 04	WMDC	\$2,900.00
Leadership Assessment Program	Nov 15 - Nov 19, 04	EMDC	\$4,450.00
Leadership Communications Workshop	Nov 15 - Nov 19, 04	WMDC	\$3,900.00
Maximizing IT Investments	Nov 15 - Nov 19, 04	EMDC	\$2,600.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Seven Steps to Performance-Based Acquisition and Effective Contract Performance Management	Nov 15 - Nov 19, 04	DC	\$1,800.00
Strategic Management of Human Capital	Nov 15 - Nov 19, 04	EMDC	\$2,000.00
Managing Information Systems Projects	Nov 16 - Nov 18, 04	WMDC	\$2,000.00
Executive Development Seminar: Leading Change	Nov 29 - Dec 10, 04	EMDC	\$3,900.00
Leadership Potential Seminar: A Personal Perspective	Nov 29 - Dec 10, 04	WMDC	\$3,900.00
Motivating For Results	Nov 29 - Dec 3, 04	WMDC	\$3,100.00
Science, Technology, and Public Policy Seminar for New Managers: Leading People	Nov 29 - Dec 10, 04	EMDC	\$3,900.00
Supervisory Leadership Seminar: Learning to Lead	Nov 29 - Dec 10, 04	EMDC	\$3,900.00
Management Assessment Program	Dec 5 - Dec 10, 04	WMDC	\$4,450.00
Managing Project Managers	Dec 7 - Dec 9, 04	WMDC	\$2,000.00
Leadership Skills for Non-Supervisors and Non-Managers	Dec 12 - Dec 17, 04	WMDC	\$2,900.00
Leadership Potential Seminar: A Personal Perspective	Jan 4 - Jan 14, 05	EMDC	\$4,000.00
Management Development Seminar: Leading Organizations	Jan 4 - Jan 14, 05	EMDC	\$4,000.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Supervisory Leadership Seminar: Learning to Lead	Jan 4 - Jan 14, 05	EMDC	\$4,000.00
Management Assessment Program	Jan 9 - Jan 14, 05	EMDC	\$4,600.00
Seminar for New Managers: Leading People	Jan 10 - Jan 21, 05	WMDC	\$4,000.00
Team Building and Team Leadership	Jan 10 - Jan 14, 05	WMDC	\$2,700.00
Training Through Online Learning	Jan 10 - Jan 14, 05	WMDC	\$3,000.00
Expanded Electronic Government	Jan 12 - Jan 13, 05	DC	\$1,700.00
Leadership Communications Workshop	Jan 17 - Jan 21, 05	WMDC	\$4,100.00
Management Development Seminar: Leading Organizations	Jan 18 - Jan 28, 05	WMDC	\$4,000.00
Crisis Management Skills for Executives and Managers	Jan 24 - Jan 28, 05	EMDC	\$2,700.00
Developing High-Performing Teams	Jan 24 - Jan 28, 05	WMDC	\$3,100.00
Executive Development Seminar: Leading Change	Jan 24 - Feb 4, 05	EMDC	\$4,000.00
Executive Supervisory Skills	Jan 24 - Jan 28, 05	WMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	Jan 24 - Feb 4, 05	WMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Jan 24 - Feb 4, 05	EMDC	\$4,000.00
Government Performance and Results	Jan 31 - Feb 4, 05	EMDC	\$2,700.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Executive Communications Workshop	Feb 7 - Feb 11, 05	WMDC	\$4,100.00
Executive Development Seminar: Leading Change	Feb 7 - Feb 18, 05	WMDC	\$4,000.00
Leadership Assessment Program	Feb 7 - Feb 11, 05	WMDC	\$4,600.00
Leadership Potential Seminar: A Personal Perspective	Feb 7 - Feb 18, 05	EMDC	\$4,000.00
National Security Policy	Feb 7 - Feb 18, 05	WMDC	\$4,000.00
Seminar for New Managers: Leading People	Feb 7 - Feb 18, 05	EMDC	\$4,000.00
Developing and Communicating Leadership Competencies	Feb 14 - Feb 18, 05	WMDC	\$2,700.00
Leadership Assessment Program	Feb 14 - Feb 18, 05	EMDC	\$4,600.00
Project Management Principles	Feb 14 - Feb 18, 05	WMDC	\$3,400.00
Competitive Sourcing	Feb 15 - Feb 17, 05	DC	\$2,100.00
Executive Development Seminar: Leading Change	Feb 21 - Mar 4, 05	EMDC	\$4,000.00
Executive Development Seminar: Leading Change	Feb 21 - Mar 4, 05	EMDC	\$4,000.00
Strategic Leadership: Building Performance-Based Organizations	Feb 21 - Feb 25, 05	WMDC	\$3,100.00
Management Development Seminar: Leading Organizations	Feb 22 - Mar 4, 05	EMDC	\$4,000.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Seminar for New Managers: Leading People	Feb 22 - Mar 4, 05	WMDC	\$4,000.00
Leadership Skills for Non-Supervisors and Non-Managers	Feb 27 - Mar 4, 05	WMDC	\$3,100.00
Homeland Security: Critical Infrastructure Protection	Feb 28 - Mar 4, 05	EMDC	\$2,700.00
Strategic Leadership: Leading Culture Change	Feb 28 - Mar 4, 05	WMDC	\$3,100.00
Team Building and Team Leadership	Feb 28 - Mar 4, 05	WMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	Mar 7 - Mar 18, 05	WMDC	\$4,000.00
Leading Successful Projects	Mar 7 - Mar 11, 05	WMDC	\$3,400.00
Management Development Seminar: Leading Organizations	Mar 7 - Mar 18, 05	WMDC	\$4,000.00
Optimizing Project Performance	Mar 14 - Mar 18, 05	WMDC	\$3,400.00
Strategic Diversity: A Business Necessity	Mar 14 - Mar 18, 05	EMDC	\$2,700.00
Team Building and Team Leadership	Mar 14 - Mar 18, 05	EMDC	\$2,700.00
Mission to the S.T.A.R.S.	Mar 16 - Mar 17, 05	AL	\$2,025.00
Leadership Skills for Non-Supervisors and Non-Managers	Mar 20 - Mar 25, 05	WMDC	\$3,100.00
Emotional Intelligence as a Leadership Skill	Mar 21 - Mar 25, 05	WMDC	\$3,100.00
Leadership Potential Seminar: A Personal Perspective	Mar 21 - Apr 1, 05	EMDC	\$4,000.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Management Development Seminar: Leading Organizations	Mar 21 - Apr 1, 05	EMDC	\$4,000.00
Seminar for New Managers: Leading People	Mar 21 - Apr 1, 05	EMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Mar 21 - Apr 1, 05	WMDC	\$4,000.00
Strategic Management of Human Capital	Mar 22 - Mar 24, 05	DC	\$2,100.00
Management Assessment Program	Mar 27 - Apr 1, 05	WMDC	\$4,600.00
Developing Customer-Focused Organizations	Mar 28 - Apr 1, 05	EMDC	\$2,700.00
Developing High-Performing Teams	Mar 28 - Apr 1, 05	WMDC	\$3,100.00
Budget and Performance Integration / Improved Financial Performance	Mar 29 - Mar 31, 05	DC	\$2,100.00
Managing Project Managers	Mar 29 - Mar 31, 05	WMDC	\$2,000.00
Federal Budgetary Policies and Processes	Apr 4 - Apr 15, 05	WMDC	\$4,000.00
Leadership Communications Workshop	Apr 4 - Apr 8, 05	EMDC	\$4,100.00
Management Development Seminar: Leading Organizations	Apr 4 - Apr 15, 05	EMDC	\$4,000.00
Science, Technology, and Public Policy	Apr 4 - Apr 15, 05	EMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Apr 4 - Apr 15, 05	EMDC	\$4,000.00
Leadership Skills for Non-Supervisors and Non-Managers	Apr 10 - Apr 15, 05	EMDC	\$3,100.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Executive Development Seminar: Leading Change	Apr 11 - Jul 29, 05	WMDC	\$3,300.00
Federal Regulatory Policy	Apr 11 - Apr 15, 05	WMDC	\$2,600.00
Dynamics of Public Policy	Apr 18 - Apr 29, 05	EMDC	\$4,000.00
Executive Development Seminar: Leading Change	Apr 18 - Apr 29, 05	WMDC	\$4,000.00
Facilitative Leadership	Apr 18 - Apr 22, 05	WMDC	\$3,100.00
Homeland Security: Understanding the Enemy	Apr 18 - Apr 22, 05	EMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	Apr 18 - Apr 29, 05	WMDC	\$4,000.00
Seminar for New Managers: Leading People	Apr 18 - Apr 29, 05	EMDC	\$4,000.00
Developing High-Performing Teams	Apr 25 - Apr 29, 05	EMDC	\$3,100.00
Developing and Communicating Leadership Competencies	Apr 25 - Apr 29, 05	EMDC	\$2,700.00
Managing Information Systems Projects	Apr 26 - Apr 28, 05	WMDC	\$2,000.00
Managing Information Systems Projects	Apr 26 - Apr 28, 05	WMDC	\$2,000.00
Emotional Intelligence as a Leadership Skill	May 2 - May 6, 05	EMDC	\$3,100.00
Executive Development Seminar: Leading Change	May 2 - May 13, 05	EMDC	\$4,000.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Management Development Seminar: Leading Organizations	May 2 - May 13, 05	EMDC	\$4,000.00
Strategic Leadership: Building Performance-Based Organizations	May 2 - May 6, 05	WMDC	\$3,100.00
Developing Customer-Focused Organizations	May 9 - May 13, 05	WMDC	\$2,700.00
Leadership Assessment Program	May 9 - May 13, 05	EMDC	\$4,600.00
Seminar for New Managers: Leading People	May 9 - May 20, 05	WMDC	\$4,000.00
Strategic Leadership: Leading Culture Change	May 9 - May 13, 05	WMDC	\$3,100.00
Supervisory Leadership Seminar: Learning to Lead	May 9 - May 20, 05	WMDC	\$4,000.00
Counterintelligence Seminar	May 16 - May 20, 05	EMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	May 16 - May 27, 05	EMDC	\$4,000.00
Management Development Seminar: Leading Organizations	May 16 - May 27, 05	WMDC	\$4,000.00
Science, Technology, and Public Policy	May 16 - May 27, 05	EMDC	\$4,000.00
Science, Technology, and Public Policy	May 16 - May 27, 05	EMDC	\$4,000.00
Budget and Performance Integration / Improved Financial Performance	May 17 - May 19, 05	DC	\$2,100.00
Executive Communications Workshop	May 23 - May 27, 05	WMDC	\$4,100.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Maximizing IT Investments	May 23 - May 27, 05	WMDC	\$2,700.00
Contemporary Leadership Issues	Jun 1 - Jun 3, 05	EMDC	\$2,100.00
Crisis Management Skills for Executives and Managers	Jun 6 - Jun 10, 05	EMDC	\$2,700.00
Executive Development Seminar: Leading Change	Jun 6 - Jul 29, 05	WMDC	\$3,300.00
Leadership Potential Seminar: A Personal Perspective	Jun 6 - Jun 17, 05	WMDC	\$4,000.00
Seminar for New Managers: Leading People	Jun 6 - Jun 17, 05	EMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Jun 6 - Jun 17, 05	EMDC	\$4,000.00
Project Management Principles	Jun 13 - Jun 17, 05	WMDC	\$3,400.00
Women's Leadership Seminar	Jun 13 - Jun 17, 05	WMDC	\$2,700.00
Competitive Sourcing	Jun 14 - Jun 16, 05	DC	\$2,100.00
Leadership Skills for Non-Supervisors and Non-Managers	Jun 19 - Jun 24, 05	WMDC	\$3,100.00
Executive Development Seminar: Leading Change	Jun 20 - Jul 1, 05	WMDC	\$4,000.00
Executive Development Seminar: Leading Change	Jun 20 - Jul 1, 05	WMDC	\$4,000.00
Federal Human Resources Management	Jun 20 - Jul 1, 05	EMDC	\$4,000.00
Leadership Communications Workshop	Jun 20 - Jun 24, 05	WMDC	\$4,100.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Leadership Potential Seminar: A Personal Perspective	Jun 20 - Jul 1, 05	EMDC	\$4,000.00
Management Development Seminar: Leading Organizations	Jun 20 - Jul 1, 05	EMDC	\$4,000.00
Team Building and Team Leadership	Jun 20 - Jun 24, 05	WMDC	\$2,700.00
Developing Customer-Focused Organizations	Jun 27 - Jul 1, 05	EMDC	\$2,700.00
Expanded Electronic Government	Jun 28 - Jun 29, 05	DC	\$1,700.00
Managing Information Systems Projects	Jun 28 - Jun 30, 05	WMDC	\$2,000.00
Environmental Policy Issues	Jul 11 - Jul 22, 05	EMDC	\$4,000.00
Executive Development Seminar: Leading Change	Jul 11 - Jul 22, 05	EMDC	\$4,000.00
Executive Supervisory Skills	Jul 11 - Jul 15, 05	WMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	Jul 11 - Jul 22, 05	WMDC	\$4,000.00
Lessons From The New Workplace	Jul 11 - Jul 15, 05	WMDC	\$2,700.00
Management Development Seminar: Leading Organizations	Jul 11 - Jul 22, 05	WMDC	\$4,000.00
Seminar for New Managers: Leading People	Jul 11 - Jul 22, 05	WMDC	\$4,000.00
United States Foreign Policy Seminar	Jul 11 - Jul 15, 05	EMDC	\$2,700.00
Alternative Dispute Resolution	Jul 18 - Jul 22, 05	EMDC	\$2,700.00
Executive Assessment Program	Jul 18 - Jul 22, 05	WMDC	\$4,600.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Seminar for New Managers: Leading People	Jul 18 - Sep 16, 05	WMDC	\$3,300.00
Leadership Skills for Non-Supervisors and Non-Managers	Jul 24 - Jul 29, 05	WMDC	\$3,100.00
Coaching for Excellence	Jul 25 - Jul 29, 05	WMDC	\$4,600.00
Developing and Communicating Leadership Competencies	Jul 25 - Jul 29, 05	EMDC	\$2,700.00
Management Development Seminar: Leading Organizations	Jul 25 - Aug 5, 05	EMDC	\$4,000.00
Strategic Management of Human Capital	Jul 25 - Jul 29, 05	WMDC	\$2,700.00
Supervisory Leadership Seminar: Learning to Lead	Jul 25 - Aug 5, 05	EMDC	\$4,000.00
Conflict Resolution Skills	Aug 1 - Aug 5, 05	WMDC	\$3,100.00
Federal Regulatory Policy	Aug 1 - Aug 5, 05	WMDC	\$2,600.00
Leadership Assessment Program	Aug 1 - Aug 5, 05	EMDC	\$4,600.00
Leading Successful Projects	Aug 1 - Aug 5, 05	WMDC	\$3,400.00
Motivating For Results	Aug 1 - Aug 5, 05	WMDC	\$3,100.00
Women's Assessment Program	Aug 7 - Aug 12, 05	WMDC	\$4,600.00
Executive Development Seminar: Leading Change	Aug 8 - Aug 19, 05	EMDC	\$4,000.00
Leadership Potential Seminar: A Personal Perspective	Aug 8 - Aug 19, 05	EMDC	\$4,000.00
Natural Resources Seminar: Policies and Issues	Aug 8 - Aug 19, 05	EMDC	\$4,000.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Optimizing Project Performance	Aug 8 - Aug 12, 05	WMDC	\$3,400.00
Seminar for New Managers: Leading People	Aug 8 - Aug 19, 05	EMDC	\$4,000.00
Team Building and Team Leadership	Aug 8 - Aug 12, 05	WMDC	\$2,700.00
Management Assessment Program	Aug 14 - Aug 19, 05	WMDC	\$4,600.00
Developing High-Performing Teams	Aug 15 - Aug 19, 05	WMDC	\$3,100.00
Facilitative Leadership	Aug 15 - Aug 19, 05	WMDC	\$3,100.00
Coaching for Excellence	Aug 22 - Aug 26, 05	WMDC	\$4,600.00
Executive Development Seminar: Leading Change	Aug 22 - Sep 2, 05	WMDC	\$4,000.00
Management Development Seminar: Leading Organizations	Aug 22 - Sep 2, 05	EMDC	\$4,000.00
Seminar for New Managers: Leading People	Aug 22 - Sep 2, 05	WMDC	\$4,000.00
Strategic Leadership: Building Performance-Based Organizations	Aug 22 - Aug 26, 05	WMDC	\$3,100.00
Supervisory Leadership Seminar: Learning to Lead	Aug 22 - Sep 2, 05	EMDC	\$4,000.00
Leadership Skills for Non-Supervisors and Non-Managers	Aug 28 - Sep 2, 05	WMDC	\$3,100.00
Homeland Security: Critical Infrastructure Protection	Aug 29 - Sep 2, 05	EMDC	\$2,700.00
Strategic Leadership: Leading Culture Change	Aug 29 - Sep 2, 05	WMDC	\$3,100.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Leadership Potential Seminar: A Personal Perspective	Sep 6 - Sep 16, 05	WMDC	\$4,000.00
Seminar for New Managers: Leading People	Sep 6 - Sep 16, 05	EMDC	\$4,000.00
Management Assessment Program	Sep 11 - Sep 16, 05	WMDC	\$4,600.00
Leadership Communications Workshop	Sep 12 - Sep 16, 05	WMDC	\$4,100.00
Project Management Principles	Sep 12 - Sep 16, 05	EMDC	\$3,400.00
Executive Assessment Program	Sep 19 - Sep 23, 05	WMDC	\$4,600.00
Executive Communications Workshop	Sep 19 - Sep 23, 05	WMDC	\$4,100.00
Executive Development Seminar: Leading Change	Sep 19 - Sep 30, 05	EMDC	\$4,000.00
Leadership Assessment Program	Sep 19 - Sep 23, 05	EMDC	\$4,600.00
Leadership Potential Seminar: A Personal Perspective	Sep 19 - Sep 30, 05	EMDC	\$4,000.00
Management Development Seminar: Leading Organizations	Sep 19 - Sep 30, 05	WMDC	\$4,000.00
National Security Policy	Sep 19 - Sep 30, 05	WMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Sep 19 - Sep 30, 05	WMDC	\$4,000.00
Mission to the S.T.A.R.S.	Sep 21 - Sep 22, 05	AL	\$2,025.00
Conflict Resolution Skills	Sep 26 - Sep 30, 05	WMDC	\$3,100.00
Developing Customer-Focused Organizations	Sep 26 - Sep 30, 05	EMDC	\$2,700.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Dynamics of Public Policy	Oct 17 - Oct 28, 05	EMDC	\$4,000.00
Executive Communications Workshop	Oct 17 - Oct 21, 05	WMDC	\$4,100.00
Leadership Foundations Seminar	Oct 17 - Oct 21, 05	WMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	Oct 17 - Oct 28, 05	EMDC	\$4,000.00
Seminar for New Managers: Leading People	Oct 17 - Oct 28, 05	WMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Oct 17 - Oct 28, 05	EMDC	\$4,000.00
Management Development Seminar: Leading Organizations	Oct 24 - Nov 4, 05	WMDC	\$4,000.00
Executive Development Seminar: Leading Change	Oct 31 - Nov 10, 05	EMDC	\$4,000.00
Homeland Security: Understanding the Enemy	Oct 31 - Nov 4, 05	EMDC	\$2,700.00
Seminar for New Managers: Leading People	Oct 31 - Nov 10, 05	EMDC	\$4,000.00
Team Building and Team Leadership	Oct 31 - Nov 4, 05	EMDC	\$2,700.00
Leadership Potential Seminar: A Personal Perspective	Nov 28 - Dec 9, 05	WMDC	\$4,000.00
Leading Successful Projects	Nov 28 - Dec 2, 05	EMDC	\$3,400.00
Management Development Seminar: Leading Organizations	Nov 28 - Dec 9, 05	EMDC	\$4,000.00
Science, Technology, and Public Policy	Nov 28 - Dec 9, 05	EMDC	\$4,000.00

FY 2005 Course Schedule and Cost (Continued)

Course Title	Course Dates	Location	Cost
Seminar for New Managers: Leading People	Nov 28 - Dec 9, 05	WMDC	\$4,000.00
Supervisory Leadership Seminar: Learning to Lead	Nov 28 - Dec 9, 05	WMDC	\$4,000.00
Management Assessment Program	Dec 4 - Dec 9, 05	WMDC	\$4,600.00
Counterintelligence Seminar	Dec 5 - Dec 9, 05	EMDC	\$2,700.00
Optimizing Project Performance	Dec 5 - Dec 9, 05	EMDC	\$3,400.00

Example of FSA-1039

This form is available electronically. FSA-1039 (10-07-04)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 2005 Management Development Centers NOMINATION FORM Note: Deadline November 5, 2004		1. Name of the State and County of Applicant STATE: _____ COUNTY: _____	
2. Name and Home Address (Including Zip Code)		3. Division/Staff		4. Stop Code	
5. Title:				6. Grade (GS or CO):	
7A. Home Telephone No. (Include Area Code)		7B. Work Telephone No. (Include Area Code)		7C. Office Fax No. (Include Area Code)	
8. Select your 1st and 2nd choice seminars.					
1st Choice*					
Course*:					
Location 1st Choice*:					
Location 2nd Choice*:					
Dates 1st Choice*:					
Dates 2nd Choice*:					
2nd Choice*					
Course*:					
Location 1st Choice*:					
Location 2nd Choice*:					
Dates 1st Choice*:					
Dates 2nd Choice*:					
* Indicate a 1st and 2nd choice seminar, location, and date. Competition for seminars is very keen and therefore we sometimes have to schedule participants for their second choice.					
9. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified. Travel costs will be funded by the employee's office travel budget.					
9A. Supervisor Print Name		9B. Supervisor's Signature		9C. Date (MM-DD-YYYY)	
9D. State Executive Director Print Name		9E. State Executive Director's Signature		9F. Date (MM-DD-YYYY)	
10. Other required information to be included with this nomination form:					
A. Current resume, OF-612 that includes the following: - full name - home address - applicant's signature - dated B. Written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position. (Note: When providing the written statement, address the following abilities or competencies individually). - Oral - Written - Interpersonal communication - Leadership - Initiative - Technical competencies C. List of all formal training courses taken in the last 5 years.					
NOTE: FAXED COPIES ARE NOT ACCEPTED.					
11. Please submit the nomination form, and other information listed in Item 10 (one original and two copies), by November 5, 2004					
USDA-FSA-HRD, Training and Development Branch Stop 0574 Regina Duncan 1400 Independence Avenue, SW Washington, DC 20250-0574 Telephone Number: 202-418-9053			OR FEDEX TO: USDA-FSA-HRD, Training and Development Branch Regina Duncan 2101 L Street, NW, Suite 303-A Washington, DC 20037 Telephone Number: 202-418-9053		
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